

Guidelines for the Preparation of Paper Collection

White Office Paper (White Barrel)

White paper includes:

1. White bond paper
2. White copy paper
3. White notebook paper
4. White computer printouts
5. White and green computer printouts
6. Work-A-Day calendar pads
7. White notepaper
8. White index cards

Staples and paper clips DO NOT need to be removed from paper. Post-It Notes, rubber bands and binder clips MUST be removed before depositing paper in the recycling bin.

White paper does not include:

1. Mixed paper
2. Newspaper
3. Post-It Notes
4. Plastic window envelopes
5. Magazines
6. Onion skin paper
7. Glossy paper
8. Adhesive labels
9. Paper towels
10. White paper with glue or tape
11. Paper napkins

Mixed Office Paper

Mixed office paper includes:

1. Colored ledger paper
2. Any paper with glue, tape or adhesive
3. Paper envelopes – plain or with plastic windows
4. NCR paper (including white sheet)
5. Adding machine tape
6. Padded paper
7. Manila file folders
8. Discarded file contents
9. Blue line reproductions (e.g., maps, engineering drawings)
10. Glossy paper
11. Fax paper
12. Magazines
13. Newspapers *
14. Telephone books *
15. Kraft envelopes
16. Express mail envelopes.* If no other barrel is provided.

Mixed office paper does not include:

1. Carbon paper
2. Paper bags
3. Food wrappers
4. Paper napkins
5. Paper towels
6. Paper cups
7. Paper plates
8. Copy paper ream wrappers

Sensitive Document Destruction Service

Procedures for Destruction Service

- 1) Employees should be aware that documents are manually fed into an industrial shredder and not incinerated. KGRS staff must hand sort the paper, so put only acceptable materials in recycling containers and document boxes.
 2. Designate a centralized location for all sensitive documents to be destroyed, and move those documents to that location prior to scheduled collection time.
 3. Ensure all nonpaper items are removed from documents:
 - a. Metal fasteners
 - b. Plastic binders
 - c. Cardboard
 - d. Food containers and wrappers
 - e. Broken bottles and other hazardous materials
 - f. Microfilm, CDs, magnetic tape cassettes, floppy disks and VHS cartridges.
 4. Microfilm, VHS cartridges, floppy disks, CDs and magnetic tape cassettes that need shredding should be boxed separately. KGRS can provide confidential destruction of these items for \$0.50 per pound.
 5. More than 45 boxes of documents to be shredded must be palletized and stretch-wrapped prior to collection. The Paper Recycling Program will provide pallets as needed and training on how to properly stack and wrap the boxes.
 6. Call KGRS to coordinate pick up of documents to be shredded prior to the desired date of destruction.
 7. Designate chain of custody representatives to sign the Records Destruction Authorization Form and witness the destruction process (if required by agency security procedures).
 8. Use the downloadable Records Destruction Authorization Form.
- For information on purchasing recycling barrels, lockable bins and consoles for sensitive documents and general questions about KGRP, please contact Brian Bentley at 502-352-2790 or Tim Bryant at 502-352-2784 or 502-564-8070.